



Florida Department of Highway Safety and Motor Vehicles
Division of Motorist Services
Manufactured Housing Section

PROCEDURE: MHS - 03	SUBJECT: ISSUANCE OF RED TAGS
DESCRIPTION AND USE: This procedure concerns the issuance of "red tags" to manufactured homes which have not been built to standards of the U.S. Department of Housing and Urban Development, which prevents the sale of the home until all defects have been corrected.	

I. INTRODUCTION:

All new manufactured homes and duplex mobile homes found to not comply with the applicable appropriate code shall be "red tagged" (**see Attachment A on page 5**). This refers to issuing a warning notice which prevents the home from being sold until all defects are corrected. Units which have been red tagged or had notices of violation written listing deviations or code problems shall not be moved, sold, or offered for sale until corrections have been made and a re-inspection completed by a compliance examiner documenting the corrective actions.

II. DEALER LOT INSPECTIONS:

A. **Step #1:** The compliance Examiner will inspect at all assigned dealer lots using the attached checklist.

Step #2: This check sheet must be signed and dated by the Compliance Examiner and also their Supervisor to be used for evaluation.

Revisions to this procedure: Section II A. 1, 2, 3, 4, deleted. Section II A. Step #1 added with addition of page 2 – Dealer Lot Checklist. Step #2 added Check Sheet Requirement. Section II B, C, D, E – Format was changed to reflect different Steps. Section V A. – Step 1 added.

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Dealer Lot Checklist (One page per Unit)

<u>Item</u>	<u>Description</u>	<u>Action</u>	<u>Reference</u>
1. Health (Formaldehyde) Notice	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.309
2. Hud Label missing	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.11
3. Data Plate- Including brand name of appliance	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	N.O.V	3280.5
4. Drain System- Plumbing, or all supplies provided	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	N.O.V	3280.610 (c) (5)
5. Smoke alarms	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.208 (c) (d)
6. Exposed Electrical-Visual Check	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.801 (d)
7. Gas System- Visual Check	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.705+708
8. Siding- <i>Related to the transit Damage Only</i>			
A. Vinyl/Lap	Broken/Damaged Butt joints tight Bowed/Warped Caulking	Red Tag	3280.307 (abcd) 3280.307 (abcd) 3280.307 (abcd) 3280.307 (abcd)
B. Metal/Lap	Bowed/Warped Butt joints tight- overlap Tightness Caulking	Red Tag	3280.307 (abcd) 3280.307 (abcd) 3280.307 (abcd) 3280.307 (abcd)
C. Other Type	Transit Damage	Red Tag	3280.307(b)
9. Evidence of transit damage to chassis and running gear and general condition of chassis?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.904(b)
10. Lot set and protected	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	N.O.V.	3280.307 (a)
11. Damage of bottom board	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.307 (a)
12. Shingle Roof- Visual Check (From ground) missing/damaged shingles from transit	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Red Tag	3280.307 (a)
13. Did this unit pass?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
*If "yes" no paperwork required.		* If "No" attach copy of N.O.V.	
14. Has Copy been provided to dealer?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
15. Has the manufacturer ever requested Problem information or any recalls?		Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
16. Do you (DEALER) fill out and return the homeowner (warranty) cards to the manufacturer?		Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
17. Do you make repairs or alterations?	Yes <input type="checkbox"/> No: <input type="checkbox"/>		
18. If so, do you notify the manufacturer of these repairs or alterations?		Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Compliance Examiner

Date

Supervisor

Date

Revised 01/05/16

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- B. **Step 1:** Dealers may be issued Notices of Violation (NOV) for various violations (**see Attachment B on page 6**) which shall be signed by the dealer or red tagged.
Step 2: The compliance examiner shall provide a copy to the dealer and the regional office and keep a copy for his or her records.
Step 3: The compliance examiner is to date the Notice of Violation (NOV) each time the unit is re-inspected.
Step 4: Once the red tag is removed, the compliance examiner is to forward it to the regional office.
- C. **Step 1:** The program supervisor, after receiving and reviewing the copy of the N.O.V. and assuring that all violations are fully detailed, is to forward a copy to the manufacturer if the manufacturer is located in the region.
Step 2: If not, a copy is to be sent to the relevant regional office.
Step 3: The compliance examiner is to check for the violation(s) and document their findings in the comment section of form HSMV-81010.
Step 4: The program supervisor should be notified of any potential problems.
- D. **Step 1:** If the manufacturer is located outside of the region, a copy or fax of the NOV is to be forwarded to the regional office responsible for that manufacturer.
Step 2: The supervisors will discuss the NOV prior to discussion with the manufacturer.
Step 3: The NOV will be provided to the compliance examiner responsible for the plant involved.
Step 4: The compliance examiner is to check for the violation(s) and document their findings in the comment section of form HSMV-81010.
Step 5: The program supervisor should be notified of any potential problems.
- E. **Step 1:** If the manufactured home that was found to contain violations was manufactured out-of-state, the program supervisor in the region where the home was located, will forward a copy of the NOV to the manufacturer and also send copies to the Production Inspection and Primary Inspection Agency (IPIA) and the State Administrative Agency (SAA) in the state where the home was manufactured.

III. RED TAGGING AT A MANUFACTURING PLANT:

- A. All units at manufacturing plants that have any of the following conditions shall be red tagged, unless corrections are made and a re-inspection completed during the compliance examiner's normal inspection time:
1. Unapproved plans and designs.
 2. Units not constructed to approved plans and specifications.
 3. Serious defects.
 4. Imminent safety hazards.
 5. Repetitive violations.
 6. Unapproved methods and procedures.

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B. All units in the yard shall be red tagged for the following conditions:

1. Traveler not available for unit (unless HUD labeled).
2. Shortages not listed on traveler.
3. Traveler not signed off or documented for work to be performed out-of-station.

IV. DUPLEX MOBILE HOME MANUFACTURERS:

Duplex mobile homes produced for sale in Florida must be inspected at the manufacturing plant to determine whether they are manufactured according to the manufacturer's Design Approval Primary Inspection Agency (DAPIA) plans and specifications. Duplex mobile homes shall not be shipped from the manufacturing plant location until a Florida Code Seal has been affixed by the manufacturer and the seal validated by a Florida Mobile Home compliance examiner. The validation sticker may be affixed if the duplex mobile home has reached a terminal point in the assembly line and the Florida Code Seal has been affixed.

V. REMOVAL OF RED TAGS:

- A. **Step 1:** Red tags issued for manufactured homes can only be removed after the compliance examiner verifies that the violation(s) has (have) been corrected to the approved design, approved manuals, or to the Standards when the designs or manuals are not specific.
- B. Removal of red tags or red tagged units by a dealer, manufacturer, or other unauthorized person is prohibited. If such violation occurs, the program supervisor shall write to the responsible party explaining the violation to Florida Statutes, department rules and regulations. A copy of this letter shall be sent to the Manufactured Housing Section (MHS) headquarters office for inclusion in the responsible party's file. Future reoccurrence shall dictate that the MHS central office be notified with a recommendation for administrative complaint against responsible party.

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ATTACHMENT A

**Red Tag Used To Warn Mobile/Manufactured Home Manufacturers And Dealers
That A Home May Not Be Sold Until It Is Brought Into Compliance With
The National Manufactured Housing Construction and Safety Standards**



COLOR: RED

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ATTACHMENT B
STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTOR VEHICLES No. 44287
BUREAU OF MOBILE HOME AND REC. VEHICLE CONSTRUCTION
NEIL KIRKMAN BUILDING, TALLAHASSEE 32399-0640

NOTICE OF VIOLATION OR NON-COMPLIANCE

	FLORIDA LICENSE
DEALER _____	WARNING _____ DATE _____
ST. OR P.O. _____	SEAL/LABEL _____
CITY _____	I.D. _____
MFG. _____	YEAR & MAKE _____
ST. OR P.O. _____	MOBILE HOME _____ (Length & Width)
CITY _____	RECREATIONAL VEHICLE _____ (Type)

LIST OF VIOLATIONS _____

The undersigned representative for the above named licensee hereby acknowledges that the unit or units described above are not in compliance with Sections 320.822, 320.864, Florida Statutes and/or Federal Mobile Home Construction and Safety Standards and Regulations; and understands that said mobile home or recreational vehicle cannot be sold or offered for sale and that if the appropriate standards code seal or label is affixed to said unit, such seal or label is not valid until unit is brought into compliance. Only an authorized representative of the Division of Motor Vehicles may release these units and any person removing or selling units described in this report before being released are subject to the penalties as prescribed in Florida Statutes and/or HUD. (If these units have been red tagged, only an authorized representative of the Division of Motor Vehicles may remove this tag.)

FOR REINSPECTION CONTACT INSPECTOR
AT _____

TELEPHONE _____

HSMV-81087

INSPECTOR

DEALER/MFG. REPRESENTATIVE